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17 OCT 1983

ODP 83-7465

12 October 1983

MEMORANDUM FOR: Requirements and Technology  
Acquisition Working Group

FROM :  Chairman

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SUBJECT : Minutes and Proposed Working Group Charter

Attached are three items: (1) minutes of our 6 October meeting; (2) the revised draft of our proposed charter that we will present at the 17 October ISB meeting; and (3) a schedule of working group deliverables to the ISB.

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Attachments:  
As stated

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12 October 1983

MEMORANDUM FOR: Requirements and Technology  
Acquisition Working Group

FROM: [REDACTED] Chairman

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SUBJECT: Minutes of 6 October 1983 Working Group Meeting

1. The Requirements and Technology Acquisition Working Group met on Thursday, 6 October 1983. Participants included [REDACTED]

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[REDACTED] 25X1

Monitoring the meeting was Bob Kohler (D/OD&E). [REDACTED]

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2. [REDACTED] convened the meeting, asking for corrections to the minutes of the 22 September meeting. None were noted. [REDACTED]

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3. The group briefly discussed James Martin's seminars of the past week. Opinion seemed to be that while his remarks were not all that profound, they did provide a good overview for non-technical listeners.

[REDACTED] 25X1

4. The group then moved on to a discussion of a requirements methodology. A rigorous requirement definition process is part of an overall system development methodology, but a question arises over how one should handle requirements that the requesters themselves wish to satisfy. Bob Kohler's position, supported by the majority of the group, was that all requests for systems had implications for central services and should therefore be coordinated centrally. [REDACTED]

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5. [REDACTED] handed out a chart (see attachment) depicting the type of organization that would be required to adequately handle the requirements process in the Agency. Discussion followed on the proper placement of some of the proposed organizational entities. [REDACTED]

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6. The next meeting of the working group is scheduled for Thursday, 20 October 1983, at 1030 in Room 4F31 Hqs. The agenda for that meeting, which is scheduled for 60 minutes, is as follows:

- a. Approval of minutes of the previous meeting.
- b. Miscellaneous old business.
- c. Discussion of a requirements methodology.
- d. Discussion of a requirements implementation strategy.

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Requirements and Technology Acquisition Working Group  
Charter

Purpose

The purpose of the ISB and its working groups as a whole is to improve the effectiveness of Agency information handling activities. The focus of our working group is the requirements and technology acquisition process. In particular, we are to examine, with an Agency-wide perspective, the process of formulating, validating, and coordinating Agency requirements for information handling services, and propose improvements where they are warranted. We are to pay particular attention to the role of new technology in the requirements process.

Objectives

Our objectives are as follow:

1. To recommend a methodology for developing Agency requirements for information systems and services, including related communications and security services. The methodology must explicitly include the systematic consideration of the latest available information systems technology.
2. To examine the Agency's ability to use the recommended requirements methodology with its given organizational structure, and to suggest organizational improvements where they are warranted.
3. To address specific requirements as raised by the ISB, members of this working group, and members of other working groups.

Scope of Work

For the Requirements and Technology Acquisition Working Group's purposes, information handling systems of interest consist of, but are not limited to, electronic technologies, including text, data, voice, video, communications, imagery, and graphics, as well as related processes and services, included in the CIA Program.

Organization and Responsibilities

The Requirements and Technology Acquisition Working Group is responsible to the ISB. Requirements Working Group members shall select a Chairman to serve at the pleasure of the group. The chairman will prepare the agenda for group meetings, be the group's spokesman, perform final editorial review on written material prepared by the group, and arrange for the taking of minutes of the working group meetings. The working group will forward minutes of its meetings to the ISB Executive Secretary and present its findings and recommendations to the ISB Chairman orally or in writing, at his discretion.

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12 October 1983

MEMORANDUM FOR: Chairman, Information Systems Board

VIA : Executive Secretary, Information Systems Board

FROM : Chairman, Requirements and Technology Acquisition  
Working Group

SUBJECT : Schedule of Deliverables from the Requirements and  
Technology Acquisition Working Group

The Requirements and Technology Acquisition Working Group proposes the following schedule of milestones/deliverables in connection with its work for the ISB:

- 28 October 1983 : Select a requirements methodology as a basis for its review of and recommendations concerning the development of Agency information systems requirements.
- 18 November 1983: Formulate recommendations on the organization of Agency resources for developing information services requirements.
- January 1984 : Present alternatives/recommendations for an Agency information services requirements methodology and organization (at the ISB's January meeting). (A/IUO)

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